

NOTICE OF MEETING

HEALTH AND HUMAN SERVICES COMMITTEE

September 3, 2019 – 8:30 A.M.

Health & Human Services Building
1011 N. 8th Street
Sheboygan, WI 53081
Room 372

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

- Health and Human Services Committee Meeting – August 20, 2019

Announcements and Correspondence

Public Input

Presentation: Save A Lot Grocery Store Closure Impact and Potential Options

Opportunity for Follow Up Questions Related to Proposed 2020 Health & Human Services Budget

Behavioral Health Manager Jackie Moglowsky

- Consideration of Out of State Travel Request – Annual Crisis Residential Association Conference
- Consideration of Out of State Travel Request – Suicide Intervention Trainer Summit

Child & Family Services Manager Scott Shackelford

- Consideration of Vacant Position Requests – Human Services Professional – Juvenile Court (2)

Review and Approve Vouchers

Approval of Attendance at Other Meetings

Reports on Meetings Attended

Adjourn

Prepared by:

Victoria Deterding
Recording Secretary

Brian Hoffmann
Committee Chairperson

Matt Strittmater
Health & Human Services Department Director

NOTE: A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe, and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Victoria Deterding, 920-459-4326 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

Sheboygan County Health and Human Services Department
1011 North 8th Street
Sheboygan, WI 53081
Room 372

August 20, 2019

Called To Order: 8:30 a.m.

Adjourned: 11:05 a.m.

MEMBERS PRESENT: Supervisor Brian Hoffmann – Chair, Supervisor Roger Otten – Vice Chair, Supervisor Curt Brauer – Secretary, Supervisor Jim Baumgart, Supervisor Dawn Brulla, Supervisor Thomas Epping, Ms. Jeanne Kliejunas, Mr. Larry Samet, and Mr. Craig Schicker.

ABSENT: None.

ALSO PRESENT: Matt Strittmater, Mary Jablonski, Scott Shackelford, Diane Liebenthal, Jackie Moglowsky, Marie Seger, Michelle Acevedo, Chris Schoen, Lara Shoemaker, and Andrea Lewis.

Chairperson Brian Hoffmann called the August 20, 2019 Health and Human Services Committee meeting to order at 8:30 a.m.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

The Health and Human Services Department received an e-mail noting that the agenda for the August 20, 2019 meeting of the Health and Human Services Committee was posted on August 16, 2019 at 1:00 p.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: August 6, 2019 Health and Human Services Committee Meeting

Supervisor Brauer moved and Ms. Kliejunas seconded to approve minutes of the August 6, 2019 Health and Human Services Committee meeting. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE

Matt Strittmater introduced Marie Seger and Michelle Acevedo to the Committee, noting their work on the budget as supervisors for programs at the ADRC. He also informed the Committee that the WCHSA Human Services Board Member Training will be held on Wednesday, October 16, 2019 at SentryWorld in Stevens Point. Announcements closed with a reminder of the Health & Human Services Staff Appreciation Luncheon, which will be held on August 21st from 11:30-1:00pm in Room 372.

PUBLIC INPUT

None.

PRESENTATION: PSG IN-HOME SAFETY SERVICES – Child & Family Services Manager Scott Shackelford, and Chris Schoen and Lara Shoemaker from Professional Services Group, Inc.

Scott Shackelford introduced the staff of PSG, Andrea Lewis, Chris Schoen, and Lara Shoemaker, who offered an overview of the work of PSG In-Home Safety Services. Their presentation covered the scope of counties served throughout Wisconsin, and a look at program goals, statistics, services, and outcomes, as well as their budget and staff that work in the

Health & Human Services building. A discussion on the structure and benefits of the PSG In-Home Safety Program ensued and questions were answered.

CONSIDERATION OF 2020 HEALTH & HUMAN SERVICES BUDGET

Matt Strittmater presented to the Committee the proposed 2020 Health & Human Services Budget and offered handouts on updated fees and budget highlights. Discussed ensued and questions were answered.

Supervisor Brauer moved and Ms. Kliejunas seconded to approve the 2020 Health & Human Services Budget and to forward this request to the Finance Committee for consideration. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUEST – HUMAN SERVICES PROFESSIONAL – CHILD PROTECTION – Child & Family Services Manager Scott Shackelford

Scott Shackelford presented to the Committee a Vacant Position Request – Human Services Professional – Child Protection. Discussion ensued and questions were answered.

Supervisor Brauer moved and Mr. Samet seconded to approve the Vacant Position Request – Human Services Professional – Child Protection. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUEST – HUMAN SERVICES PROFESSIONAL – JUVENILE COURT – Child & Family Services Manager Scott Shackelford

Scott Shackelford presented to the Committee a Vacant Position Request – Human Services Professional – Juvenile Court. Discussion ensued and questions were answered.

Supervisor Brauer moved and Mr. Samet seconded to approve the Vacant Position Request – Human Services Professional – Juvenile Court. Motion carried unanimously.

CONSIDERATION OF EQUITY ADJUSTMENTS

Matt Strittmater presented to the Committee a packet of proposed Equity Adjustments. Supervisor Brauer moved and Supervisor Brulla seconded a motion to discuss and approve each item individually.

- Matt Strittmater presented to the Committee an Equity Adjustment Request for a Supervisor in the Child & Family Resource Unit. Discussion ensued and questions were answered. Supervisor Brauer moved and Ms. Kliejunas seconded to approve the Equity Adjustment Request for the Supervisor in the Child & Family Resource Unit. Motion carried unanimously.
- Matt Strittmater presented to the Committee an Equity Adjustment Request for a Senior Administrative Specialist. Discussion ensued and questions were answered. Supervisor Epping moved and Supervisor Brauer seconded to approve the Equity Adjustment Request for the Senior Administrative Specialist. Motion carried unanimously.
- Matt Strittmater presented to the Committee an Equity Adjustment Request for a Human Services Professional – Benefit Specialist. Discussion ensued and questions were answered. Supervisor Epping moved and Supervisor Brauer seconded to approve the Equity Adjustment Request for a Human Services Professional – Benefit Specialist. Motion carried unanimously.

- Matt Strittmater presented to the Committee an Employee Promotion Request for a Human Services Assistant – Medical Assistance Behavioral Health. Discussion ensued and questions were answered. Supervisor Brauer moved and Ms. Kliejunas seconded to approve the Employee Promotion Request for a Human Services Assistant – Medical Assistance Behavioral Health. Motion carried unanimously.
- Matt Strittmater presented to the Committee an Employee Promotion Request for a Human Services Assistant – WIC. Discussion ensued and questions were answered. Supervisor Brauer moved and Ms. Kliejunas seconded to approve the Employee Promotion Request for a Human Services Assistant – WIC. Motion carried unanimously

REVIEW OF FINANCIAL STATEMENTS YEAR-TO-DATE June 30, 2019 – Accounting Manager Mary Jablonski

Mary Jablonski presented to the Committee a Review of Financial Statements Year-to-Date June 30, 2019. A discussion ensued and questions were answered.

SAVE A LOT GROCERY STORE CLOSURE IMPACT AND POTENTIAL OPTIONS

Supervisor Brulla offered a brief update on the closure of the Save A Lot grocery store and the process of discussing solutions. A presentation to the Committee will take place at the next Health & Human Services Committee meeting on September 3, 2019.

REVIEW AND APPROVE VOUCHERS

Supervisor Otten moved and Supervisor Brauer seconded to approve the Health and Human Services vouchers as presented. Motion carried unanimously.

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

Supervisor Epping moved and Supervisor Brauer seconded to approve attendance at the upcoming Human Resources Committee meeting on August 22, 2019 at 3:30 p.m. in the Administration Building, Room 302. It was also noted that the Health & Human Services Budget will be presented at the Finance Committee meeting on September 18, 2019 at 3:30 p.m. in the Administration Building, Room 302.

REPORTS ON MEETINGS ATTENDED

None.

ADJOURNMENT

At 11:05 a.m., Supervisor Brauer moved and Supervisor Epping seconded to adjourn the August 20, 2019 Health and Human Services Committee Meeting. Motion carried unanimously.

Victoria Deterding
Recording Secretary

Curt Brauer
Committee Secretary



SHEBOYGAN COUNTY

Jaclyn Moglowsky – Manager
Behavioral Health Division
Health and Human Services Department

September 3, 2019

TO: Health and Human Services Committee

FROM: Jackie Moglowsky – Behavioral Health Manager 

RE: Consideration of Out of State Travel - Annual Crisis Residential Association Conference

Through our receipt of a state grant focused on Youth In-Home Crisis Stabilization, I along with our new crisis stabilization vendor have the opportunity to attend the Annual Crisis Residential Association Conference in Grand Rapids MI on October 2-4, 2019. This is the only location and date offered at this time. Expenses including registration, travel, lodging, and meals are included in the existing grant budget. The only expense to Health and Human Services is my work time.

As the state moves towards full funding of crisis, this conference will provide us an opportunity to learn from national leaders how to most effectively manage our program. Sending two people will allow us to attend both focus tracks – one on Clinical practice and one on Administrative considerations.

I am requesting approval for my work time to participate in this summit.

Your consideration and approval of this request will be greatly appreciated.




SHEBOYGAN COUNTY

Jaclyn Moglowsky – Manager
Behavioral Health Division
Health and Human Services Department

September 3, 2019

TO: Health and Human Services Committee

FROM: Jackie Moglowsky – Behavioral Health Manager 

RE: Consideration of Out of State Travel - Suicide Intervention Trainer Summit

Through our receipt of a state grant focused on Youth In-Home Crisis Stabilization, I have the opportunity to attend the annual Suicide Intervention Trainer Summit in Minneapolis MN on October 21, 2019. This is the only location and date this summit is being offered at this time. Expenses including registration, travel, lodging, and meals are included in the existing grant budget. The only expense to Health and Human Services is work time. I have been a trainer of Applied Suicide Intervention Skills Training (ASIST) since 2012 and have led 12 trainings in that time. I became a trainer of safeTALK in 2013 and have facilitated 14 workshops to date. During the month of September 2019, I will facilitate an additional 3 safeTALK workshops and one ASIST training.

Attending this summit will allow me to strengthen my trainer skills and network with others committed to reducing suicide deaths.

I am requesting approval for work time to participate in this summit.

Your consideration and approval of this request will be greatly appreciated.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 8/28/2019
To: Health & Human Services Committee Members
From: Scott Shackelford, Child and Family Services Manager

Position Request:

Position: Human Services Professional - Juvenile Court
 Reason for Vacancy: Retirement 10/1/19

Justification:

The Human Services Professional – Juvenile Court position serves youth who are adjudicated delinquent under Chapter 938 Wisconsin Statutes; which is a mandated service. This position has responsibilities for providing monitoring of assigned cases, court reports and testimony, coordination of a service plan, and referrals to services as needed. The Department requests permission to backfill if a scenario occurs where this position is filled with an internal candidate.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department’s annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

DBM Salary Range of Requested Position: C42 \$51,360 - \$77,040

The annual costs associated with the position (current year’s wage & benefit rates):

Wages	Benefits	Total
\$51,360-\$77,040	\$26,407	\$77,767-\$103,447

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
4. HR begins recruitment process.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 8/28/2019
To: Health & Human Services Committee Members
From: Scott Shackelford, Child and Family Services Manager

Position Request:

Position: Human Services Professional - Juvenile Court
 Reason for Vacancy: Resignation 9/13/19

Justification:

The Human Services Professional – Juvenile Court position serves youth who are adjudicated delinquent under Chapter 938 Wisconsin Statutes; which is a mandated service. This position has responsibilities for providing monitoring of assigned cases, court reports and testimony, coordination of a service plan, and referrals to services as needed. The Department requests permission to backfill if a scenario occurs where this position is filled with an internal candidate.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department’s annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

DBM Salary Range of Requested Position: C42 \$51,360 - \$77,040

The annual costs associated with the position (current year’s wage & benefit rates):

Wages	Benefits	Total
\$51,360-\$77,040	\$26,407	\$77,767-\$103,447

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
4. HR begins recruitment process.